

City of San Antonio

ADDENDUM 1

SUBJECT: Request for Proposals for HIV and Syphilis Testing Services, (RFP 15-031, 6100005668), Scheduled to Close: Friday April 10, 2015; Date of Issue: Friday, March 6, 2015

FROM: Denise D. Gallegos, C.P.M., CPPB
Procurement Administrator

DATE: March 25, 2015

**THIS NOTICE SHALL SERVE AS ADDENDUM NO. 1 - TO THE ABOVE REFERENCED REQUEST
FOR PROPOSALS**

THE ABOVE MENTIONED REQUEST FOR PROPOSALS IS HEREBY AMENDED AS FOLLOWS:

1. **ADD:** Sign-In Sheets for the Pre-Submittal Conference dated Tuesday, March 17, 2015.

QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 007, PRE-SUBMITTAL CONFERENCE:

On Tuesday, March 17, 2015, the City of San Antonio hosted a Pre-Submittal Conference to provide information and clarification for the HIV and Syphilis Testing Services RFP. Below is a list of questions that were asked at the pre-submittal conference. The City's official response to questions asked is as follows:

Question 1: Should the proposal pages be printed "2-sided"?

Response: Yes, it is ok to print 2 sided in an effort to save paper.

Questions2: Are the character and/or word count limitations for the proposals?

Response: No

Question 3: Is the City looking for the cheapest price? Can we add a cost breakdown?

Response: The City is considering pricing however we want the best agency for the job so we are also looking at who will deliver the highest quality of service and yes a cost breakdown can be added.

Question 4: When will the contract start?

Response: October 1, 2015

Question 5: Can we include reference from City of San Antonio departments we currently work with?

Response: Yes

Question 6: Do we have to complete the SBEDA Tracking Form?

Response: Yes, although SBEDA is not included in the points criteria for this solicitation, the Small Business Office is using the form for tracking purposes only.

Question 7: Do all 5 copies have to be in a 3-ring binder?

Response: Yes and each copy should be separated by a divider.

Question 8: Do we have to submit 5 hard copies or CD or both?

Response: Please refer to RFP Page, 5, Section 005 Proposal Requirements, Paragraph 2.

Question 9: Will all changes be posted as an addendum?

Response: Yes

Question 10: Please confirm the question deadline?

Response: The question deadline is Tuesday, March 24, 2015 at 2 p.m. CST

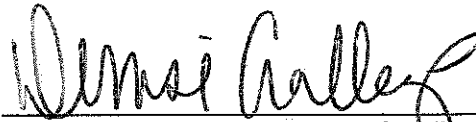
QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 011, RESTRICTIONS OF COMMUNICATION:

Question 11: How much is the average award expected to be under this RFP?

Response: In 2014 the average award was \$25,000. 2015 is TBD.

Question 13: How many funded awardees will there be?

Response: The number of funded awardees has not yet been determined.



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